



JOB DESCRIPTION

Post:	Temporary HR Admin Assistant
Reporting to:	HR Manager
Salary Scale:	Band 4 (TBC)
Department:	MAT Central Team

JOB PURPOSE

Working with the trust central HR team to provide support to all academies in the trust.

KEY RESPONSIBILITIES

- Maintenance and organisation of electronic personnel files in readiness to enable sharing of files with each school.
- Work with key school contacts to ensure the prompt return of vital onboarding paperwork, updating logging spreadsheet.
- Monitor the return of signed contractual documents.
- Generate and send a list to each school with TLR payments, Responsibility Allowances, fixed term contracts due to expire and staff expected to return from a period of family leave, tracking any changes to be made.
- Generate and send temporary inputs for authorisation by each academy.
- Monitor HR inbox, responding to queries where possible.
- Provide support to members of staff to access ESS.
- Monitor completion of Exit Questionnaires.
- Update the shared spreadsheets with SCR information for each school for all new staff / governors / trustees.
- Monthly update of starters and leavers for benefits provider and internal audit.
- Checking occupational health invoices against each new starter.
- Generate letters to confirm changes to terms and conditions on request.
- Provide HR administration support where needed, for example, on projects, note taking and updating staff intranet on request.
- Assist with payroll data entry / checks where required.
- Carry out HR / payroll internal auditing where requested.
- Support HR Manager with gathering market data where needed, such as for salary benchmarking and training provisions.
- Support the HR team with diary management where requested.
- Maintenance of central team training record.
- Support the wider central team, where necessary, in maintenance of the office, e.g. dealing with incoming post.
- Undertaking any other duties commensurate to the role, as directed by the HR Manager.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Great Academies Education Trust as inclusive institutions which celebrate diversity and engage all learners and staff
- To support the ethos of the Great Academies Education Trust
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community
- To model the trust values:
 - **Genuine** - mutually trusting, open, honest and reflective.
 - **Respect(ful)** to all without ego or arrogance.
 - **Excellent** at what they do, striving for excellence and intolerant of mediocrity.
 - **Achievement focused** - an aspirational understanding that academic excellence is the goal and how we support that in our own areas of work.

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.